

**City of Chattanooga, TN**  
**Personnel Class Specification**

***Class code 1007***

**FLSA: Non Exempt**

**CLASSIFICATION TITLE: ASSISTANT CRIME ANALYST**

**PURPOSE OF CLASSIFICATION**

The purpose of this classification is to assist in developing processes to log/track data, analyzing data to identify trends in criminal activity, and disseminating information to the Crime Analysis User Group, to include overseeing timely entry of data into computer and coordinating work of support personnel.

**ESSENTIAL FUNCTIONS**

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

Provides direction, training, and assistance to employees, interns, or other workers; assigns and reviews work; assists in selecting new employees.

Organizes, prioritizes, and coordinates daily operations, projects, and work activities; monitors status of work, inspects completed work, and troubleshoots problem situations.

Responds to requests for information from various sources; receives, evaluates, and prioritizes requests for reports or other information.

Develops and maintains computer databases for logging and tracking of information from various sources; imports or enters RMS data, CAD data, or field interview report data into computer; identifies and retrieves data necessary for reporting; converts data into preferred format for analysis.

Reviews completed work to ensure accuracy of data and timely entry of data.

Assists with creation of reports for dissemination of information; produces crime summary graphs/charts, electronic zone maps, field interview summary reports, zone summary reports, or other reports; creates bulletins and memoranda; distributes reports to supervisor and other individuals for use in strategic planning.

Analyzes data to identify trends/patterns in criminal activities, location of crimes, existing patterns, and new/developing patterns.

Provides operations data to assist with planning and deployment of resources; provides leads to assist investigators with cases; furnishes trend data for overall departmental planning, targeting, and budgeting; provides support data for crime prevention programs.

Performs linking of suspects to offenses through analysis of logged data; assists in development of identify of suspects by modus operandi; assists in identification of specific crimes which may involve an offender already in custody or previously known to police.

Creates multimedia presentations; makes visual presentations to department officials, other law enforcement agencies, or others as appropriate.

Attends meetings and assists with coordination of regular Crime Analysis User Group meetings.

Maintains liaison with Crime Prevention Unit, Repeat Offenders Unit, Criminal Intelligence Unit, and other units within the department.

Provides assistance to outside agencies and the public through release of information.

Prepares or completes various forms, reports, correspondence, e-mail messages, crime summary graphs/charts, electronic zone maps, field interview summary reports, zone summary reports, or other documents.

Receives various forms, reports, correspondence, e-mail messages, report requests, field interview reports, RMS data, CAD data, crime reports, maps, computer program documentation, policies, procedures, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections; utilizes word processing, spreadsheet, database, desktop publishing, graphic presentation, or other programs; performs basic maintenance of computer system and office equipment, such as backing up data or replacing paper, ink, or toner; coordinates service/repair activities as needed.

Assists in maintaining Crime Analysis section of City web site.

Evaluates/tests new programs, applications, or methods for use in crime analysis and makes recommendations.

Communicates with supervisor, police officials, police officers, employees, other departments, other law enforcement agencies, the public, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Maintains a comprehensive, current knowledge of applicable laws/regulations; maintains an awareness of new methods, trends, and advances in the crime analysis

field; reads professional literature; attends seminars, workshops, and training sessions as appropriate.

## **ADDITIONAL FUNCTIONS**

Performs general/clerical tasks, which may include answering telephone calls, typing documents, making copies, sending/receiving faxes, filing documentation, or processing incoming/outgoing mail.

Provides assistance to other employees or departments as needed.

Performs other related duties as required.

## **MINIMUM QUALIFICATIONS**

High school diploma or GED; supplemented by college level course work or vocational training in personal computer operations, statistical analysis, or criminal justice; supplemented by one (1) year previous experience and/or training involving personal computer operations, database development/administration, statistical analysis, crime trend analysis, and law enforcement; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

## **PERFORMANCE APTITUDES**

**Data Utilization:** Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

**Human Interaction:** Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, profit and loss, ratio and proportion; may include ability to calculate surface areas, volumes, weights, and measures.

**Functional Reasoning:** Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form;

and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

**Situational Reasoning**: Requires the ability to exercise judgment, decisiveness and creativity in situations involving a variety of generally pre-defined duties which are often characterized by frequent change.

## **ADA COMPLIANCE**

**Physical Ability**: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

**Sensory Requirements**: Some tasks require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors**: Essential functions are regularly performed without exposure to adverse environmental conditions.

Chattanooga, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

**Last Edited: July, 2000**